



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, December 5, 2022
9:01 a.m.

MEMBERS PRESENT: Larry Morris, Edward Konieczny, Richard Smothermon and Cathy Stocker

MEMBERS ABSENT: Scott Williams

STAFF: Tom Bates, Melinda Romero, Kyle Counts and Leroy Long

GUESTS: None

I. Call To Order – Richard Smothermon – Vice Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Vice-Chairman Richard Smothermon on Monday, December 5, 2022.

A. Roll Call

The members attending were Larry Morris, Edward Konieczny, Richard Smothermon and Cathy Stocker. The voting order was announced as Larry Morris, Edward Konieczny, Richard Smothermon and Cathy Stocker.

B. Assurance of Compliance with Open Meeting Act

General Counsel Kyle Counts provided assurance of compliance with the Open Meeting Act. The business meeting of the Pardon and Parole Board was convened in accordance with the Oklahoma Open Meeting Act. This meeting was preceded by an advance notice of the date, time, and place filed with the Oklahoma Secretary of State on November 16, 2021. Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by posting notice of the date, time, virtual meeting place, and agenda of the meeting on December 1, 2022, on the Pardon and Parole Board's website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

C. Reading of Pardon and Parole Board Mission Statement

Vice-Chairman Smothermon recited the Oklahoma Pardon and Parole Mission Vision and Values Statement.

II. Business Meeting –Tom Bates, Executive Director, Melinda Romero, Deputy Director, Leroy Long, Field Director, and Kyle Counts, General Counsel

A. Discussion and Possible Action on November Business Meeting Minutes

The November business meeting minutes were provided to the Board for review. Edward Konieczny made a motion to approve the November business meeting minutes, Larry Morris seconded. The Board carried the motion 4-0.

B. Discussion and Possible Action on November Parole Meeting Minutes

The November parole minutes were provided to the Board for review. Edward Konieczny made a motion to approve the November parole meeting minutes, Larry Morris seconded. The Board carried the motion 4-0.

C. Discussion and Possible Action on Agency Updates:

1. Personnel Updates – New Hires and Separations

Deputy Director Melinda Romero reported three new hires, Part Time Attorney Andrea Merten, Investigator Hally Kirby, and Administrative Assistant Molly Keenom.

2. Field Updates

Field Director Leroy Long reported that the January 2023 Docket is now complete and his team is currently working on the February 2023 Docket.

3. Legal Updates

General Counsel Kyle Counts gave a brief update on revocations, there were a total of 22—15 waivers and seven executive administrative hearings for the month of November. Mr. Counts stated the next legislative sessions begins February 6, 2023. The deadline to request any bills will be this Friday, December 9, 2022. Mr. Counts reported that the part-time attorney will start a week from today and will primarily assist with rulemaking, policy updates, and statutory matters. Lastly, Mr. Counts advised there will be one special commutation today.

4. Director's Update

Executive Director Tom Bates stated that the Fiscal Year 2021 report was posted and circulated to our legislative partners. Dir. Bates stated that he appreciates the work OU has done on the reports. Dir. Bates also stated he hopes that the Fiscal Year 2022 will be posted by February 2023. Lastly, Mr. Bates thanked Larry Morris for his work and dedication.

III. Discussion and Possible Action on Resolution of Appreciation for Larry Morris

Mr. Morris conveyed his appreciation but requested to strike the Resolution of Appreciation.

IV. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda

None

V. Adjournment of the Business Meeting

The meeting was adjourned at 9:10 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the December 2022 Pardon and Parole Board Business Meeting were approved by a majority vote on the 6th day of February, 2023.